

# **W A R N I N G**

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# **MONTHLY TECHNICAL PROGRESS REPORT**

**for the period**

**April 1 – April 30, 2008**

**Submitted  
to**

**U.S. Environmental Protection Agency  
75 Hawthorne Street  
San Francisco, CA 94105  
Attn: Elaine Chan,  
Task Order Assignment Manager**

**Under Contract EP-R9-06-03**

**Submitted  
by**



**GRB Environmental Services, Inc.**  
Consulting Environmental Engineers and Scientists

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**EPA Contract No. EP-R9-06-03**  
**Superfund Records Center Management Services, Region 9**

**Monthly Report**  
**April 2008**

**TOAM: Elaine Chan**  
**PM: Patrick Gookin**

**I. TASK ACCOMPLISHMENTS**

**Task 1: Project Management**

**1.1 Manage the Contract**

The monthly report was submitted to the TOAM on April 3.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on April 15.

The Records Center Performance Measurements Reports were submitted to the TOAM on April 4.

The Major Projects Status Report was submitted to the TOAM on April 17.

A Librarian IV updated the *NPL Docket Procedures Manual* on April 29 and submitted it to the TOAM for review.

**Future Activities**

Staff will deliver monthly technical and financial reports to the TOAM by the 10<sup>th</sup> of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

**1.2 Closeout of the Contract**

No activity occurred in this reporting period.

**Future Activities**

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

**Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding**

**2.1 Organizing and Indexing**

Staff indexed 3,054 documents and edited 2,426 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

The site assessment Librarian IV received 13.1 lft. of new documents, of which 1.7 lft. were federal facilities documents, and processed 11 new sites.

The site assessment Librarian IV performed quality assurance on 3 site files.

On April 2 staff met with RPM Andy Bain and EPA intern Jennifer Blonn to discuss the indexing of e-mail for the Northeast Church Rock Mine site administrative record. A method to aid in the selection and indexing of documents was agreed upon so that work on this project could proceed.

The site assessment Librarian IV received .7 lft. of Oil Facility Response Plan documents, and worked 6.2 hours on the collection, adding new pages, and processing newly received documents.

The PM completed the 2nd quarter FY 2008 SDMS Survey and submitted it to the TOAM.

#### **Future Activities**

Staff will continue to organize and index Superfund files into the SDMS-C database.

### **2.2 Document Pick-up, Processing, File Management, and Storage**

9.3 lft. of documents were picked up from EPA regional offices. 7 Transfer of Records forms were processed.

9.7 lft. of documents were retrieved from the FRC.

The Holdings Database was maintained during the month, and the following holdings reports were updated:

Holdings Report, updated April 10.

FRC Storage Report, updated April 10.

On-Site Storage Report, updated April 10.

Contracts On-Site Storage Report, March 31, April 7, 14, 22, and 28.

#### **Future Activities**

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

### **2.3 Scanning**

Scanning Department staff prepared, scanned, and quality assured 2,511 documents (54,545 pages) during April and forwarded them for retirement to the FRC.

#### **Future Activities**

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

## 2.4 SCAP Support and WasteLAN Data Entry

Staff received, indexed, and logged 1 SCAP accomplishment document during April.

### Future Activities

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

## 2.5 Financial Documentation/Cost Recovery Packaging

Ten Financial Cost Documentation Packages were processed and/or updated through the Accounting, Program, or Enforcement Final copy for the following sites:

ASARCO INC HAYDEN PLT, OU 01 (SSID 09JS)  
CASMALIA RESOURCES, OU 01 (SSID 093H)  
FAIRCHILD SEMICONDUCTOR CORP (SAN JOSE), OU 01, (SSID 0962)  
INDIAN BEND WASH AREA NORTH, OU 01 (SSID 0920)  
OPERATING INDUSTRIES, INC., LANDFILL, OU 00 (SSID 0958)  
PEMACO MAYWOOD, OU 01 (SSID 099K)  
TARP, OU 01 (SSID 09M1)

Staff received 4 requests for cost package and/or contract documents, performed 4 database searches in SDMS/Lotus Notes and provided 8 documents for EPA staff during April. Site-specific charges occurred for the following sites:

CASMALIA RESOURCES, OU 01 (SSID 093H)  
MODESTO GROUND WATER CONTAMINATION, OU 01 (SSID 09J4)  
PHOENIX-GOODYEAR AIRPORT AREA, OU 02 (SSID 0919)  
VALLEY WOOD PRESERVING INC., OU 01 (SSID 09K5)

Cost Recovery Staff spent 8.5 hours redacting cost package and/or contract documents at the request of EPA staff.

The Cost Package Documentation Index was updated on March 31, April 7, 14, 22, and 28.

### Future Activities

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

## 2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 7.3 lft. of documents.

### Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

**Sites worked on under Task 2 for the month of April, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name**

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
09E5	00	ABCO METAL FINISHING
09MS	00	ALLOC ELECTROPLATING
09DJ	00	AMCO CHEMICAL
09ZZ	00	AMERICAN ELECTROFINISHING CO

<b>SSID</b>	<b>OU</b>	<b>SITE NAME</b>
09GU	00	ANACONDA COPPER CO (YERINGTON)
09GU	01	ANACONDA COPPER CO (YERINGTON)
09GU	08	ANACONDA COPPER CO (YERINGTON)
09ZZ	N/A	ARMITAGE JOHN L & CO
09ZZ	N/A	ARNOLD WEED
09JS	00	ASARCO INC HAYDEN PLT
09JS	01	ASARCO INC HAYDEN PLT
09ZZ	N/A	BELLOWS AIR FORCE STATION
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
09H2	02	BROWN & BRYANT INC. (ARVIN PLANT)
09ZZ	N/A	CALIFORNIA PACIFIC LUMBER MILL HOOPA
09ZZ	N/A	CAMP H M SMITH
093H	01	CASMALIA RESOURCES
09PQ	00	CASMALIA RESOURCES
09PQ	01	CASMALIA RESOURCES
0971	00	CASTLE AIR FORCE BASE
0971	01	CASTLE AIR FORCE BASE
09ZZ	N/A	COPPER BLUFF MINE BOLIVAR MINE (HOOPA)
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
09MN	00	DEL MONTE CORP. (OAHU PLANTATION)
09AG	01	DEL MONTE CORP. (OAHU PLANTATION)
0933	00	DEL NORTE PESTICIDE STORAGE
09HB	00	DENOVA ENVIRONMENTAL INC.
09ZZ	N/A	DIXCO DIVERSIFIED CHEMICAL SALES INC
09P8	01	EDWARDS AIR FORCE BASE
09MG	00	EL DORADO HILLS NATURALLY OCCURRING ASBESTOS
09H6	01	EL TORO MARINE CORPS AIR STATION
09ZZ	N/A	ENFIELD CHEMICAL
09ZZ	N/A	EVERBRIGHT CORP (FINA SISU)
0962	01	FAIRCHILD SEMICONDUCTOR CORP (S SAN JOSE)
09ZZ	N/A	FASHION CLEANERS
09A6	00	FRICKER CHEMICAL
094R	01	FRONTIER FERTILIZER
09H8	01	GBF & PITTSBURG DUMPS
09Q7	00	GEORGE AIR FORCE BASE
0963	00	GILA RIVER INDIAN RESERVATION
09RD	00	GREKA BRADLEY CONSOLIDATED 3 ISLAND OIL PRODUCTION FACILITY
09X6	00	HALACO ENGINEERING CO
098M	00	HAMILTON AIR FORCE BASE
09BL	00	HICKAM AIR FORCE BASE
09ZZ	N/A	IDEAL SERVICE LAUNDRY
09QG	00	IMPRESSIONS POLISHING & PLATING
0920	00	INDIAN BEND WASH NORTH
0920	01	INDIAN BEND WASH NORTH
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
0917	01	IRON MOUNTAIN MINE
0917	05	IRON MOUNTAIN MINE
09ZZ	N/A	J C HOLDERNESS
09ZZ	N/A	JEAN'S BARBERSHOP (BROWNFIELDS)
09EC	00	K & L PLATING (89TH AVE)
09ZZ	N/A	KEAUKAHA MILITARY RESERVATION
09MK	00	KING TUTT MESA AGGREGATE SITE
0943	00	KOPPERS CO. INC. (OROVILLE PLANT)

<b>SSID</b>	<b>OU</b>	<b>SITE NAME</b>
0943	01	KOPPERS CO. INC. (OROVILLE PLANT)
09ZZ	N/A	LA HABRA STUCCO
09ZZ	N/A	LA PUMPING PLANT #92
093Y	00	LAVA CAP MINE
09S1	00	LAWRENCE LIVERMORE NATL LAB (SITE 300) (USDOE)
09ZZ	N/A	LENCHO'S MUFFLERS (NAYARIT MUFFLER SHOP)
091A	00	LEVIATHAN MINE
09ZZ	N/A	LIVERMORE ARCADE SHOPPING CENTER
0989	01	LORENTZ BARREL & DRUM CO
09ZZ	N/A	LOUISIANA PACIFIC CORP STANDARD
09ZZ	N/A	LUST INDIAN COUNTRY PROJECT
098P	00	MARE ISLAND NAVAL SHIPYARD
09ZZ	N/A	MARINE CORPS BASE HAWAII
09ZZ	N/A	MASONITE MILL MESCOT FIELD SITE
0965	00	MATHER AIR FORCE BASE
0965	01	MATHER AIR FORCE BASE
091E	00	MCCORMICK & BAXTER CREOSOTING CO
09BZ	00	MCFARLAND STUDY AREA
09BZ	01	MCFARLAND STUDY AREA
09ZZ	N/A	MCNORD LUMBER
09M6	00	MEW STUDY AREA
09M6	01	MEW STUDY AREA
09C7	00	MOFFETT NAVAL AIR STATION
09C7	01	MOFFETT NAVAL AIR STATION
0926	00	MONTROSE CHEMICAL CORP
0926	01	MONTROSE CHEMICAL CORP
0926	04	MONTROSE CHEMICAL CORP
0926	06	MONTROSE CHEMICAL CORP
09CA	01	MONTROSE CHEMICAL CORP
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09BE	14	MOTOROLA, INC. (52ND STREET PLANT)
09BE	15	MOTOROLA, INC. (52ND STREET PLANT)
09QT	00	MT. FINANSANTA REPEATER BATTERY SITE
0905	01	NINETEENTH AVENUE LANDFILL
09QM	01	NORTHEAST CHURCH ROCK RESIDENCE #2
09MZ	01	NORTHEAST CHURCHROCK MINE SITE
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09PM	01	NORTHEAST CHURCHROCK MINE SITE
0978	00	NORTON AIR FORCE BASE
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
0958	03	OPERATING INDUSTRIES, INC., LANDFILL
09J6	01	PACIFIC COAST PIPELINES
099K	01	PEMACO MAYWOOD
09LX	00	PRESERVATION AVIATION
09DM	00	QUALITY PRINTED CIRCUITS CORP
09ZZ	N/A	R C BAXTER
09BY	00	RIO TINTO MINE
09ZZ	N/A	ROMIC CHEMICAL CORP SOUTHWEST
096L	00	ROSELAND SCHOOL WELLS
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	03	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)



<b>SSID</b>	<b>OU</b>	<b>SITE NAME</b>
09N1	02	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	04	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N2	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QZ	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-AVANESSIANS)
09QB	04	SAN FERNANDO VALLEY (AREA 2, GLENDALE CHROMIUM)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
09ZZ	N/A	SAUGUS INDUSTRIAL CTR FORMER KEYSOR CENTURY CORP
09ZZ	N/A	SEAL BEACH NAVAL WEAPONS STA
0944	02	SELMA TREATING CO
09ZZ	N/A	SIERRA VILLAGE RETAIL PLAZA
09J8	01	SOLA OPTICAL USA, INC
09ZZ	N/A	SOUTHERN PACIFIC CO
093X	00	STAUFFER CHEM CO DOMINGUEZ PLT
09K2	00	SULPHUR BANK MERCURY MINE
09K2	01	SULPHUR BANK MERCURY MINE
09ZZ	N/A	TALLEY BROTHERS INCORPORATED
09M1	01	TARP
09P3	00	TREASURE ISLAND NAVAL STATION- HUN PT AN
09ZZ	N/A	UNITEK ENVIRONMENTAL SERVICES INC
09RE	00	US COLLOIDAL TECHNOLOGIES INC
09K5	01	VALLEY WOOD PRESERVING INC.
09ZZ	N/A	WAKE ISLAND AIRFIELD
09C1	01	WASTE DISPOSAL, INC.
09FY	01	WASTE DISPOSAL, INC.
09ZZ	N/A	WESTATES CARBON-ARIZONA INC
09R4	01	WESTERN PACIFIC RAILROAD CO.
09ZZ	N/A	WHEATON PLASTICS
09Q1	01	WILLIAMS AIR FORCE BASE
09PX	00	YUCCA MERCURY SPILL
09K6	00	YUMA MARINE CORPS AIR STATION

### **Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production**

#### **3.1 Reference, Search, and Circulation Service**

Staff processed 74 requests for documents, performed 388 database searches in SDMS-C, and provided 5,153 documents for EPA staff and other requesters.

Thirty indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on April 1.

#### **Future Activities**

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

#### **3.2 Freedom of Information Act (FOIA)**

Staff provided support for 10 FOIA requests totaling 19.25 billable hours.

### **Future Activities**

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

### **3.3 Photocopy and Redaction Service**

Staff photocopied 1,474 non-FOIA-related pages for EPA and other requesters. In addition, staff printed 2,411 pages from SDMS-C.

### **Future Activities**

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

### **3.4 CD-ROM Service**

Staff fulfilled 22 requests for documents on CD-ROMs. 74,497 pages were copied to CDs.

### **Future Activities**

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

### **3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters**

No activity occurred in this reporting period.

### **Future Activities**

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

### **Sites worked on under Task 3 for the month of April, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name**

<b>SSID</b>	<b>OU</b>	<b>SITE NAME</b>
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
09E5	00	ABCO METAL FINISHING
09GU	01	ANACONDA COPPER CO (YERINGTON)
0934	01	ATLAS ASBESTOS MINE
093H	01	CASMALIA RESOURCES
0936	01	DEL AMO FACILITY
09HB	00	DENOVA ENVIRONMENTAL INC.
09P8	01	EDWARDS AIR FORCE BASE
0963	00	GILA RIVER INDIAN RESERVATION
09MX	01	IRON KING MINE - HUMBOLDT SMELTER
09FM	00	KLAU/BUENA VISTA MINE
0943	01	KOPPERS CO. INC. (OROVILLE PLANT)
093Y	01	LAVA CAP MINE
0989	01	LORENTZ BARREL & DRUM CO
09ZZ	N/A	LUST INDIAN COUNTRY PROJECT
091E	01	MCCORMICK & BAXTER CREOSOTING CO
09ZZ	N/A	METZLER HP & SONS COLD STORAGE
09M6	01	MEW STUDY AREA

<b>SSID</b>	<b>OU</b>	<b>SITE NAME</b>
09J4	01	MODESTO GROUND WATER CONTAMINATION
0926	01	MONTROSE CHEMICAL CORP
0905	00	NINETEENTH AVENUE LANDFILL
09BC	01	OMEGA CHEMICAL CORP
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
09J6	01	PACIFIC COAST PIPELINES
09ZZ	N/A	PAPERMATE MFG CO
0919	02	PHOENIX-GOODYEAR AIRPORT AREA
096L	00	ROSELAND SCHOOL WELLS
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N2	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	03	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QB	04	SAN FERNANDO VALLEY (AREA 2, GLENDALE CHROMIUM)
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
09ZZ	N/A	SELMA AG SUPPLY
0942	00	SOUTH BAY ASBESTOS
0901	01	STRINGFELLOW
0981	00	TH AGRICULTURE & NUTRITION
09M7	01	TRAVIS AIR FORCE BASE
09K5	01	VALLEY WOOD PRESERVING INC.
09D1	01	WATKINS JOHNSON CO (STEWART DIVISION)
09R4	01	WESTERN PACIFIC RAILROAD CO.
09ZZ	N/A	WHEATON PLASTICS

#### **Task 4: Administrative Records (ARs) and Special Collections Management**

##### **4.1 Administrative Records**

On April 28 staff met with the TOAM, RPM Chris Lichens and Office of Regional Counsel (ORC) attorney Stephen Berninger to conduct a kick-off meeting for the Omega Chemical Corp. OU #1 administrative record. Indexing requirements and scheduling issues were resolved so that work on this project could begin.

##### **Future Activities**

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

##### **4.2 Work-Performed Compilations**

Four work-performed compilations were created or updated during April for the following sites:

LEVIATHAN MINE, OU 01 (SSID 091A)  
MODESTO GROUND WATER CONTAMINATION, OU 01 (SSID 09J4)  
MONTROSE CHEMICAL CORP, OU 01, 03 (SSID 0926)  
SAN GABRIEL VALLEY (AREAS 1-4), OU 04 (SSID 09N1)

##### **Future Activities**

Staff will continue to compile work-performed compilations as directed by the TOAM.

### 4.3 Electronic Media and Microfilm Management

Staff produced copies of special collections in the following electronic formats this month:

CD-ROM format: 18 collections

Electronic files attached to E-mails: 43 collections

#### Future Activities

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

#### Sites worked on under Task 4 for the month of April, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

SSID	OU	SITE NAME
09QP	00	ALL METAL PROCESSING (BURBANK)
09JS	00	ASARCO INC HAYDEN PLT
09RD	00	GREKA BRADLEY CONSOLIDATED 3 ISLAND OIL PRODUCTION FACILITY
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
0917	00	IRON MOUNTAIN MINE
0917	01	IRON MOUNTAIN MINE
0917	04	IRON MOUNTAIN MINE
0917	05	IRON MOUNTAIN MINE
091A	01	LEVIATHAN MINE
0926	01	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
09QM	00	NORTHEAST CHURCH ROCK RESIDENCE #2
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09QD	00	NORTHEAST CHURCHROCK RESIDENTIAL
09N1	04	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09ZZ	N/A	SUNRISE MOUNTAIN LANDFILL
09RE	00	US COLLOIDAL TECHNOLOGIES INC

#### Task 5: Manage the Day-to-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The PM held an all-hands staff meeting on April 30.

The PM held a Managers/Supervisors meeting on April 23.

The RMS IV/Assistant Manager held meetings with special projects staff on April 3 and 4.

The RMS IV/Circulation Department Supervisor held departmental meetings on April 8 and 15.

The RMS IV/Head Indexer held departmental meetings on April 15 and 23.

The RMS IV/Computer Support Department Supervisor held a departmental meeting on April 17.

The PM continued to purchase supplies and/or equipment during April.

#### Future Activities

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

### **Task 6: Training and Orientation**

At the request of the TOAM, on April 1 the PM gave EPA contractor Loretta Marcel a tour of the Records Center and explained the services provided.

#### **Future Activities**

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

### **Task 7: Online Operations and Internet Support**

On April 8, backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs.

An RMS IV coordinated with EPA Regional LAN Coordinator Bob Zucker to resolve problems related to the changing of IP addresses for all workstations and the R9REC file server. The problems were successfully resolved on April 9.

An RMS IV coordinated with EPA contractor Steve Dunn to resolve a user's profile on the Citrix's Server. Work to resolve the problem is ongoing.

Staff posted indices, introductions, and lists of acronyms on the Internet for the following ARs:

- Ambitech, Inc. Removal AR
- Abbott/Turkey Run Mine Removal AR
- Hawthorne Locker Mercury Spill Removal AR
- Impressions Polishing & Plating Removal AR
- Romoland Mercury ER Removal AR
- San Fernando Valley North Hollywood OU Remedial AR, Supplement #1
- AMCO Chemical Removal AR
- Yucca Mercury Removal AR
- Valley Wood Preserving, Inc. Remedial AR, Supplement #6

On April 29 the PM and RMS IV/Computer Support Supervisors attended a teleconference call with the TOAM and EPA SDMS development contractors to plan an upgrade to the Ascent Capture scanning software. Information was provided to the contractors and a date of May 5 was set for the upgrade.

#### **Future Activities**

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

### **Task 8: Attend Meetings and Teleconferences**

No activity occurred in this reporting period.

### **Future Activities**

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in May.

## **II. DIFFICULTIES ENCOUNTERED**

No difficulties were encountered this reporting period.

## **III. PERSONNEL ACTION**

The RIM IV/Head Indexer interviewed candidates for the open Librarian IV position. Selection of the successful candidate is expected in early May.

## **IV. SUMMARY OF TECHNICAL DIRECTION**

Staff received technical direction for 22 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 9 requests for information or support via other means.

## V. STATISTICS

### New File Footage

New Files Received	Footage	Year to Date
2,511	31.3	225.8

### Inventories

Records Surveyed	Year to Date
21.8 LFT	179.1

### Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0 LFT	0	0	582.6 LFT

### Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
50	2	0	0	11	0	1	9	73